



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, सोमवार, 9 फ़रवरी, 2007/19 चैत्र, 1929

हिमाचल प्रदेश सरकार

OFFICE OF THE DEPUTY COMMISSIONER, HAMIRPUR  
HIMACHAL PRADESH

OFFICE ORDER

Hamirpur, the 8th February, 2007

**No. 1024-27/MA.**—Information, detail of records and other activities of the office as required under the provision of sub-section (1) (b) of Section 4 of the Right to Information Act, 2005 are as under:—

**I. Particulars of the organization, functions and duties :**

**ORGANIZATIONAL CHART**

**DISTRICT LEVEL**

*Deputy Commissioner*

Addl. District Magistrate			Assistant Commissioner		Distt. Revenue Officer
Development	Planning	Law & Order	General	Establishment	General Estt. (Rev.)
Supdt. (Dev.)	D. P. O.	Supdt. Gr. I	Supdt. Gr. I		Supdt. (Revenue)
Sr. Asstt.	A. C. (F&A)	M. A.	Sr. Asstts.		Sadar Kanungo/
Jr. Asstt./	A. R. O. & S. A.	Reader to D. C.	Jr. Asstt./Clerks		Sr. Asstt.
Clerk		Reader to ADM			Jr. Asstt./Clerks
		Aha/mads/Clerks			

## SUB-DIVISION/TEHSIL/SUB-TEHSIL LEVEL

S. D. O. (Civil)	Tehsildar	Naib Tehsildar
Superintendent Gr.-II	Naib Tehsildar	Office Kanungo
Office Kanungo	Superintendent Gr.-II	Field Kanungo
Senior Assistants	Office Kanungo	Clerks/Patwaris
Jr. Asstts./Clerks	Sr. Assistant	
	Jr. Asstts./Clerks	
	Field Kanungo	
	Patwari	

## PARTICULARS OF ASSISTANT PUBLIC INFORMATION OFFICER/PUBLIC INFORMATION OFFICER/APPELLATE AUTHORITY

Sl. No.	Particulars	Designation	Tel. No.
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## DISTRICT LEVEL

*Assistant Public Information Officer :*

1.	All the Superintendents of Deputy Commissioner's Office, Hamirpur.	Supdt. Grade-I	225444
		Supdt. (Rev.)	222649
		Supdt. (Dev.)	222702
2.	Addl. District Magistrate Hamirpur (H. P.).	<i>Public Information Officer</i>	224324
3.	Deputy Commissioner	<i>Appellate Authority</i>	224300

## SUB-DIVISIONAL LEVEL

*Asstt. Public Information Officer :*

1.	All the superintendets of the offices of S. D. O. (c) Hamirpur/Barsar/ Nadaun Tehsil offices, Hamirpur Bhoranj, Barsar, Nadaun, Sujanpur.	S. D. O. (C) Hamirpur	224304
		S. D. O. (C) Nadaun	232511
		S. D. O. (C) Barsar	288045
		Tehsil Hamirpur	222226
		Tehsil Bhoranj	266028
		Tehsil Barsar	288029
		Tehsil Nadaun	232216
		Tehsil Sujanpur	272047
2.	Sub-Divisional Officer (Civil)	S. D. O. (C) Hamirpur	224304
	<i>Public Information Officer Hamirpur:</i>		
	Sub-Divisional Officer (Civil), Barsar.	S. D. O. (C) Barsar	288045
	Sub-Divisional Officer (Civil), Nadaun.	S. D. O. (C) Nadaun	232511
3.	Deputy Commissioner, Hamirpur	<i>Appellate Authority</i>	226300

## FUNCTIONS OF THE ORGANIZATION :

### Deputy Commissioner :

He is the head of the district administration and functions under the different Acts/Statutories etc. District Magistrate discharges the following duties in different capacities besides the maintenance of law & order:—

- (i) Appointing, Disciplinary and Transferring Authority for the entire Class-III and IV employees of office of the D. C. Hamirpur which includes the field offices of Sub-Divisional Officers (Civil), Hamirpur, Barsar, Nadaun and Tehsildar offices Hamirpur, Bhoranj, Barsar, Nadaun, Sujanpur & Sub-Tehsil Dhatwal at Bijhari.
- (ii) Prescribed Authority under the Himachal Pradesh Panchayati Raj Act to entertain, hear and decide the Election Petition relating to the elections to the Members of Zila Parishad and to hear and decide the appeals against the orders of S. D. O. (Civil)/ Prescribed Authority under the said Act.
- (iii) Collector, being appellate authority under the Himachal Pradesh Land Revenue Act, Himachal Pradesh Tenancy and Land Reforms Act, 1972, Himachal Pradesh Village and Common Lands and Vesting and Utilization Act, 1974.
- (iv) Licensing Authority under the Indian Arms Act.
- (v) Grants Prosecution Sanction under the Indian Arms Act.
- (vi) Registrar under the Indian Registration Act.
- (vii) Commissioner under the Himachal Pradesh Hindu Public Religious Institutions and Charitable Endowment Act, 1984 for Baba Balak Nath Temple Deotsidh, District Hamirpur and Sri Shani Dev Temple Lambloo, Hamirpur district.
- (viii) Acts as District Election Officer for:—
  - (a) Assembly and Lok Sabha
  - (b) Panchayati Raj Institutes
  - (c) Nagar Parishad and Nagar Panchayats
- (ix) Chief Executive Officer, D. R. D. A. Hamirpur.
- (x) Chairman, House Allotment Committee Hamirpur.
- (xi) Collector to sue and be sued on behalf of the State of Himachal Pradesh.

### Additional District Magistrate, Hamirpur :

The A. D. M. assists the Deputy Commissioner, in the discharge of following duties:—

- (1) In general administration.
- (2) Maintenance of Law & Order.
- (3) District Passport Cell, Development & Planning Branch, Arm Licence Branch, Urban Development Branch, Twenty Point Branch, Litigation Branch, Grievances Cell, Temple & Peshi Branch.
- (4) District Training Co-ordinator, Hamirpur.
- (5) Public Information Officer, Hamirpur.

In addition he is also:—

- (i) Project Director D. R. D. A.
- (ii) Chief Executive Officer Zila Parisad.

**Assistant Commissioner to Deputy Commissioner :**

- (1) Head of Office.
- (2) To assist the Deputy Commissioner in relation to general administration of the office and periodical meetings and small savings etc.
- (3) Estate Office.
- (4) Drawing and Disbursing Officer and Controlling Officer for T. A., D.A., M. R. and other allowances for the office staff being paid salary under Head of Account 2053— District Administration.
- (5) As Officer-in-Charge relating to Establishment, Misc., Nazart, Receipt & Issue, Copying Agency Branches.

**District Revenue Officer :**

- (1) Drawing and Disbursing Officer relating to the staff whose salary is drawn under Head 2029—Land Revenue.
- (2) To assist the Deputy Commissioner Hamirpur in various matters relating to Revenue Administration in the District.
- (3) As Officer-in-Charge of Sadar Kanungo, D. R. A., Relief, S. K. Accounts, Sadar Record Room and General Record Room Branches.

**Superintendent Grade-I :**

- (1) Overall supervision of the office.
- (2) To supervise all the branches attached with the A. C. to D. C. and Grievances Cell, Passport Cell & Arm License Branches.
- (3) To initiate and maintain the A. C. Rs. of Ministerial staff.

**Superintendent Grade-II (Revenue) :**

To supervise the following branches:—

- (i) Sadar Kanungo
- (ii) Accountant (Sadar Kgo. Branch)
- (iii) District Revenue Account
- (iv) Relief Branch
- (v) Litigation
- (vi) Sadar Record Room
- (vii) Copying Agency

**Superintendent Grade-II (Development) :**

To supervise the following branches:—

- (i) Urban Development
- (ii) Rural Development
- (iii) Twenty Point Branch

### Personal Assistant to Deputy Commissioner :

To assist the Deputy Commissioner in the following works :

- (1) Maintaining the day-to-day business/meetings etc.
- (2) To attend the telephone calls etc.
- (3) To receive and send fax message from various quarters.
- (4) To take dictation and to type out the same.
- (5) To maintain the A. C. R s. of Officers.

Any other duty assigned by the Deputy Commissioner.

### Stenographer to A. D. M. Hamirpur :

To assist the Additional District Magistrate, Hamirpur in the following works:—

- (1) To attend the Telephone calls.
- (2) Dictation and type work.
- (3) Other duties assigned.

### Steno to Assistant Commissioner :

To assist the Assistant Commissioner on the following works :—

- (1) To attend the telephone calls of the Officer-in-Charge.
- (2) Dictation and type work.
- (3) Deals with the inquiries entrusted to the Officer-in-Charge.
- (4) Verification of Character rolls.
- (5) Reservation of Circuit House.
- (6) Other duties assigned by the A. C. to D. C.

## FUNCTION OF BRANCHES

### Establishment Branch :

The Establishment Assistant deals with all the service matters of the staff working under Head 2053—District Administration. In addition to this the cases pertaining to leave, medical claim T. A. claims etc. are also dealt with in this branch. The Tour & Programmes, T. A. and Medical Claims of the officers working under the Deputy Commissioner and other officers for whom the D. C. is the Controlling Officer are also scrutinized and processed for countersignature in this Branch. In this branch the following functions are also discharged :—

- (i) Appointment of Class-III and IV Staff.
- (ii) Initiation of Disciplinary proceedings relating to ministerial staff working under head 2053—District Administration, and under Head 2029—Land Revenue.
- (iii) Maintaining accounts as well as processing of cases for sanction of G.P.F. Advance and withdrawal of the staff.
- (iv) Preparation of Pension cases of staff working under head 2053—District Administration.
- (v) Allocation/Appropriation of funds.
- (vi) Preparation of Budget under head 2053—District Administration.
- (vii) Posting and Transfer of Ministerial Staff working under head 2053—District Administration and 2029—Land Revenue.
- (viii) Preparation of Pay Bills and other monetary benefits/allowances in respect of staff working under head 2053— District Administration.
- (ix) Deal with the training course as per Schedule of HIPA and other institutes.

**Miscellaneous Branch :**

- (i) Deals with all the miscellaneous works.
- (ii) Meeting regarding House, Allotment committee/NGOs D. C. Office Employees Union and District NGO etc.
- (iii) Meeting relating to celebration of various functions like, Republic Day, Independence Day, Statehood Day, Hamir Utsav, Holi Mela at Sujampur Tihra.
- (iv) Correspondence relating to Hamir Utsav & Holi Mela.
- (v) Tour Programme of VVIPs./VIPs
- (vi) Civil & Military Liasion.
- (vii) Registration of Societies at District Level.
- (viii) Correspondence regarding Freedom Fighters.
- (ix) Right to Information Act.
- (x) Noise Pollution (Regulation and Control) Rules, 2000.
- (xi) Bonded Labour.
- (xii) Video Conferencing.
- (xiii) House Allotment work & meeting etc.
- (xiv) Meeting of District Grievances and Redressal Committee.
- (xv) DCs/SPs Conference.
- (xvi) State Level NGOs Federation.
- (xvii) Education Deptt. (KV/JNV/SS/ITI) etc.
- (xviii) Award.
- (xix) Kabir Panthi/Lawana/Gujjar/Child Welfare/Zila Sainik Welfare.
- (xx) Non-Accommodation Certificates.
- (xxi) Accommodation (Building).
- (xxii) Issue of all type of certificates like Bonafide SC, OBC, Character, Nationality, Birth, Marriage etc.
- (xxiii) Correspondence reg. Excise & Taxation.
- (xxiv) Issue of Excise Duty Exemption Certificate.
- (xxv) All types of Examination in the District & Police/Military/Assam Rifles Recruitments.

**Litigation Branch :**

- (i) Correspondence regarding cases for and against the Government in various Criminal, Civil/Revenue Courts. To conduct Public Prosecution & Magistroy meetings.
- (ii) Filing of replies.
- (iii) Replies to in legal notices under section 80 CPC.

**Grievances Cell :**

- (1) Deals with all misc. complaints received from the public/Government.
- (2) Correspondence reg. Petrol Pumps.
- (3) Correspondence reg. C. M. references.

**Nazarat Branch :**

- (1) Drawal & Disbursement of Pay and Allowances etc. of the staff working under head 2053—District Administration.
- (2) Maintain accounts in respect of Motor Vehicles of the District and other office expenses.
- (3) Maintenance of Store/District Malkhana.
- (4) Maintain accounts of District Relief Funds.
- (5) Organization of Republic Day, Independence Day, Statehood Day.
- (6) Collection and Payments of Hamir Utsav and Holi Utsav.
- (7) To attend the VVIPs/VIPs and other State Guests.

### Development Branch :

- (1) Correspondence on development.
- (2) Correspondence with PO, DRDA/BDO & Education Deptt. in the District.
- (3) Discretionary Grants.
- (4) Correspondence reg. ban on polythene bags.
- (5) Correspondence reg. Departmental meeting on Environmental issues.

### Peshi Branch to Deputy Commissioner :

- (1) Inspection of various subordinate offices including Police Stations, Police Posts.
- (2) Appointment of Notary Public.
- (3) Peshi work relating to the court cases filed/instituted in the court of Deputy Commissioner/ADM.
- (4) Prosecution sanction under Indian Arms, Explosive and Dowry Act.
- (5) Sanction of Parole of convicts.
- (6) Action/sanction under 16.38 of Police Rules.
- (7) Magisterial Enquiries.
- (8) Submission of Annual, Quarterly and Monthly reports on Criminal/Revenue Cases.

### Receipt and Issue Branch :

- (1) Entire receipt and Dispatch of Government dak.
- (2) Stationery for the office including the field offices under head 2053—District Administration.

### Urban Development Branch :

- (1) Deals with the correspondence relating to Urban Local Bodies.
- (2) Maintenance of Library of the office.
- (3) Correspondence of election of Nagar Parishad/Nagar Panchayats.
- (4) Ex-gratia grant to the families of deceased soldier.
- (5) Correspondence of Teacher Day Flag etc.

### Twenty Point Branch :

- (1) Meeting reg. efficiency in Administration.
- (2) Correspondence meeting reg. twenty point programme.
- (3) Correspondence regarding environment.

### Sadar Kanungo Branch :

- (1) Deals with the appointment, promotion, transfer and posting of Patwaris and Kanungos.
- (2) Process of disciplinary action against Patwaris and Kanungos.
- (3) All correspondence relating to the Revenue Administration, Kisan Pass Books Getting preparation of record and consignments by the field agency.
- (4) Process for making availability of furniture to Revenue Staff including Patwaris and Kanungos.
- (5) Maintenance of Service Books of the Patwaris, Kanungos, NTIR.
- (6) Transfer of land to Government Deptt.
- (7) Allotment of land to landless/houseless persons.
- (8) Correspondence regarding sanction under section 118 of H. P. Tenancy & Land Reforms Act.

- (9) Maintenance of ACRs of Patwaris and Kanungos.
- (10) Issue of legal heirs certificate.
- (11) Computerization of Land Record.

#### Revenue Record Room :

- (1) Consignment of Jamabandis.
- (2) Preparation and supply of copies of Rev. Record.
- (3) Supply of copies Mussavis.
- (4) Supply of experts to the civil courts.

#### Accounts Branch (DRO Office) :

- (1) Preparation of Bills of the revenue staff whose salary is drawn under head 2029—Land Revenue.
- (2) Maintenance of Service Books, of the Ministerial staff whose salary is drawn under head 2029—Land Revenue.
- (3) Store Purchase.
- (4) Disbursement of cash/salary drawn from treasury under Head 2029—Land Revenue and other Cheques on behalf of the DRO.
- (5) Preparation of bills of the war jagir holders and making payment thereof through Money Orders etc.

#### General Record Room :

- (1) To consign the decided Court files of various Civil Courts except the Court of District/ Additional District & Sessions Judges.
- (2) To maintain the record of requisition(s) received from the competent authorities/ Copying Agency.
- (3) Weeding out and destruction of old record so consigned in the record room as per District Office Manual.
- (4) To make available the record to the copying agency (s) on requisition for the preparation of certified copies.

#### Relief Branch :

- (1) Repair and Restoration Schemes.
- (2) Contingency Bills of CRF.
- (3) Gratuitous Relief
- (4) Employment and General Programme.
- (5) Disaster Management Plan.
- (6) Relief measures relating to natural calamities/Drought Relief.

#### Statistic Assistant :

- (1) Preparation of annual season and crop reports.
- (2) Preparation of statistics of Agri. census.
- (3) Preparation of Tehsil-wise village Directory.
- (4) Preparation of daily and monthly information pertaining to rainfall.
- (5) Work relating to census of small irrigation schemes in the district.

#### District Revenue Accountant :

- (1) Transfer and lease of Government Land.
- (2) Sanction of Taccavi loans.



- (3) Remuneration of Revenue Chowkidars.
- (4) Declaration of ALRs.
- (5) Recovery of taccavi loan and Aviyana.
- (6) Correspondence reg. approval of kistbandis.
- (7) Maintenance of all kinds of register relating to Land Revenue Recovery.

**(V) Rules, Regulations, Instructions, Manuals and Records used by the office for discharging its functions :**

The various Acts, Rules and Instructions followed while discharging its functions are given among others as under :—

**1. Court work :**

- (1) Himachal Pradesh Land Revenue Act and Rules.
- (2) Himachal Pradesh Village Common Lands Vesting and Utilization Act, 1974 ; Rules and Scheme, 1975.
- (3) Himachal Pradesh Tenancy and Land Reforms Act, 1972 & Rules, 1975.
- (4) Himachal Pradesh Panchayati Raj Act, 1994.
- (5) Himachal Pradesh Ceiling on Land Holdings Act, 1972.
- (6) Himachal Pradesh Municipal Act, 1994.
- (7) Himachal Pradesh Public Premises Act, 1971.
- (8) Himachal Pradesh Public Religious Institutions Charitable and Endowment Act.
- (9) Himachal Pradesh Road Side and Land Control Act, 1968.
- (10) Land Acquisition Act, 1894.
- (11) Indian Registration Act.
- (12) Indian Stamp Act.
- (13) Land Record Manual.
- (14) Indian Motor Vehicle Act/Rules.
- (15) Indian Arms and Explosive Act.
- (16) Land Administration Manual.
- (17) Indian Petroleum Act.
- (18) Societies Registration Act.

**2. Office work :**

- (1) Office Manual.
- (2) Conduct Rules.
- (3) F R & S R.
- (4) G P F Rules, 1960.
- (5) Medical Attendance Rules, 1944.
- (6) Pension Rules.
- (7) C C S (C C A) Rules, 1965.
- (8) C C S (Leave Rules), 1972.
- (9) Himachal Pradesh F R Vol.-I.
- (10) Himachal Pre-mature Retirement Rules.
- (11) Instructions contained in Vol.-II, Vol.-III of the Himachal Pradesh Government Hand Books.
- (12) Allotment of Residential Accommodation under General Pool Instructions.
- (13) Government Instructions reg. issuances of various certificate like Bonafide S C, S T & O B Cs etc.
- (14) Copying Agency Manual.
- (15) District Office Manual.
- (16) The Cable Television Networks (Regulation) Act, 1995.

**(VI) Statement of the categories of documents that are held or under control :**

- (1) Societies registered under the Societies Registration Act.
- (2) List of Freedom Fighters of Hamirpur district.
- (3) Court cases files consigned in the General Record Room.
- (4) Revenue Records.
- (5) Registered documents so consigned in the Head Registration Branch.

**(VII) Particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof :**

- (1) Members nominated by the State Government in the District Level Grievances Redressal Committee.
- (2) Members nominated by the State Government in the District Level 20-Point Economics Programme and Development Committee.

**(VIII) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public :**

Not applicable.

**(IX) A directory of Officers and employees :**

(1) Deputy Commissioner	01
(2) Additional District Magistrate	01
(3) S. D. O. (Civil)	03
(4) Assistant Commissioner to Deputy Commissioner	01
(5) District Revenue Officer	01
(6) Tehsildars	05
(7) Tehsildar (Recovery)	01
(8) Naib Tehsildar	05
(9) Superintendent Grade-I	01
(10) Superintendent Grade-II	10
(11) P. A. to D. C.	01
(12) Assistant(s)	29
(13) Kanungo(s)	33
(14) Steno-grapher	01
(15) Clerk(s)	81
(16) Patwari(s)	206
(17) Steno-typist(s)	05
(18) Statsitcal Assistant	01
(19) Driver(s)	06
(20) Daftri(s)	03
(21) Jamadars(s)	06
(22) Process Server(s)	19
(23) Peon(s)	57
(24) Peons (D. R. O.'s office)	21
(25) Peon (Contingent Paid)	01
(26) Basta Bardar	01
(27) Chowkidar(s)	02
(28) Chowkidar-cum-Mali	01
(29) Mali-cum-Sweeper	01
(30) Sweeper	01
(31) Chowkidar-cum-Sweeper	01
(32) Sweepers	02

Total Posts 487

**(X) The Monthly remuneration received by each of its officer and employees including the system of compensation as provided in regulation :**

1. Deputy Commissioner	Rs. 10025—15100
2. A. D. M./S. D. O. (C)/A. C. to D. C.	Rs. 7880—13500
3. Tehsildar	Rs. 7000—10980
4. Naib Tehsildar	Rs. 6400—10640
5. Superintendent Grade-I	Rs. 7220—11660
6. Superintendent Grade-II	Rs. 6400—10640
7. Personal Assistant	Rs. 6400—10640
8. Senior Assistant	Rs. 5800—9200
9. Stenographer	Rs. 5800—9200
10. Junior Assistant	Rs. 4400—7000
11. Kanungo	Rs. 5480—8925
12. Steno-Typist	Rs. 3330—6200
13. Clerk	Rs. 3120—5160
14. Driver	Rs. 3330—6200
15. Daftri	Rs. 2820—4400
16. Process Server & Jamadar	Rs. 2720—4260
17. Peon, Sweeper, Mali-cum-Sweeper, Chowkidar-cum-Mali & Chowkidar.	Rs. 2520—4140

**(IX) The Budget allocation of each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursement made :**

The budget provisions received from the office of Divisional Commissioner Mandi, Director, Land Records & Principal Advisor Planning, Himachal Pradesh.

Sl. No.	D. D. O. Code	Head of Account	Demand No.	Budget allocation in lakhs
1.	504	2053—093—01 (N.P.)	5 N. P.	264.48
2.	504	2053—94—01 (N. P.)	5 N. P.	24.65
3.	504	2235—60—200—11	19 N. P.	2.50
4.	506	2029—103—02	5 N. P.	320.43
5.	506	2029—103—04	5 N. P.	51.96
6.	506	2029—103—94	5 Plan	2.25
7.	506	2235-60-200-11	19 N. P.	0.20
8.	530	3451—101—02	15 Plan	2.66
9.	530	3451—101—03	15 (Plan)	15.05
10.	530	2235—60—200—11	19 N. P.	.04
11.	530	3451—101—15—V K V N Y	15 (Plan)	125.00
12.	530	3451—101—10 D C P	15	50.91
13.	530	3451—101—05-V M J S	15	35.96

**(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes :**

Subsidy is being given on transport of fodder/drinking water as per guidelines/norms of the Government.

**(XIII) Particulars of Receipts of concession, Permits of authorizations granted by it :**

Not applicable.

**(XIV) Details in respect of the Information available to or held by it, reduced in an electronic form :**

Not applicable.

**(XV) The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room. If maintained for public use :**

The office of the Deputy Commissioner is open for general for attending any type of grievance/information and any other miscellaneous work from 10.00 A. M. to 5.00 P. M. except Sunday and other Gazetted Holidays.

**(XVI) The names, designations and other particulars of the Public Information Officers :**

Shri Hira Singh Thakur, H. A. S. Addl. District Magistrate	01972-224324
Shri R. K. Pruthi), H. A. S. Sub-Divisional Officer, Civil, Hamirpur	01972-224304
Shri Balbir Thakur, H. A. S. Sub-Divisional Officer (Civil), Nadaun	01972-232511
Shri Vinod Diman, H. A. S. Sub-Divisional Officer (Civil), Barsar	01972-288045

**(XVII) Such other information as may be prescribed :**

Nil.

Sd/-  
Deputy Commissioner,  
Hamirpur (H. P.).